



MICHIGAN SUPREME COURT

MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
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PROGRAM ANNOUNCEMENT

November 25, 2002

Magistrate Specialty Seminar

January 15, 2003
Michigan Hall of Justice
Lansing, Michigan

This one-day drive-in specialty program is for new and experienced district court magistrates. Participants may choose to attend either the morning or the afternoon session, or both.

The seminar will begin with a *Domestic Violence Update* plenary session. Ms. Leslie Hagen, Assistant U.S. Attorney for the Western District of Michigan, will conduct this presentation. Ms. Hagen formerly served as the Huron County Prosecutor, Training Attorney for the Prosecuting Attorney's Association, and Staff Attorney for the Michigan Coalition Against Domestic & Sexual Violence. This session will focus on an update on legislative developments in the area of domestic violence and PPOs as they apply to district court magistrates.

For the afternoon session, Dan Voss and Bill Bartels from the State Court Administrative Office, will conduct a session on *Court Security*. This presentation will include information on courthouse and courtroom security as well as procedures for opening mail, handling bomb threats and threatening phone calls, and computer security issues.

General Seminar Schedule

8:30 - 8:55 am	Registration
9:00 - 12:00 noon	Morning Program
12:00 - 1:00 pm	Group Luncheon
1:00 - 4:00 pm	Afternoon Program
4:00 pm	Evaluation/Adjournment

MJI programs are offered at facilities that accommodate persons with disabilities.

Lodging and Meals

The Michigan Judicial Institute will provide double-occupancy lodging for all participants whose offices are located **more than 100 miles** from the seminar site. Lodging will be provided at the Country Inn & Suites in Lansing. If you request a single room, you are responsible for the additional lodging room cost. Please make the appropriate lodging request on the attached application.

If your office is located **less than 100 miles** from Lansing but you would like to lodge, you are welcome to contact the Country Inn & Suites directly to make your own lodging arrangements. You should mention that you will be attending a Michigan Judicial Institute seminar and you will be extended the reduced group lodging rate of \$59 per night (includes deluxe continental breakfast). The phone number for the Country Inn & Suites is (517) 827-7000. There are, of course, a variety of other hotels in the Lansing area should you choose to seek alternate accommodations.

For participants who lodge in Lansing, you will need to commute from the hotel to the Hall of Justice in downtown Lansing (approximately 5 miles from the Country Inn & Suites). Visitor parking is available at the Hall of Justice at a rate of approximately \$7.50/day.

All seminar participants will receive a complimentary group luncheon and refreshment breaks during the course of the training session. All other incidental expenditures, including mileage, breakfast, dinner, telephone calls, parking, etc., are the responsibility of each individual or his/her governmental unit.

MJI programs are offered at facilities that accommodate persons with disabilities. Therefore, if you require special accommodations, please indicate your needs on the application form.

Pre-Registration Procedure

Those interested in attending this limited enrollment seminar must complete the attached application form. The chief judge or supervisor must also sign the form. **MJI must receive application forms no later than 5:00 pm on December 20, 2002.** Only fully completed applications will be considered, and individual application forms must be completed for each applicant.

Should applications to attend this limited enrollment seminar exceed our ability to accommodate, the Michigan Judicial Institute staff will assume responsibility for participant selection. Applicants selected to attend will be notified by mail immediately following the registration deadline. Specific on-site registration information and confirmation of lodging reservations will be included with the acceptance notification mailing.

Facility space constraints will not allow MJI to make any arrangements to accommodate spouses, family or friends of the seminar participants for lodging, meals or at the seminar itself.

After reading this announcement, if you have any questions concerning the program or registration process, please contact us at our new phone numbers or e-mail addresses:

Cathy Cecot at (517) 373-7444, e-mail cecotc@courts.mi.gov or
Cynthia Kruska at (517) 373-7499, e-mail kruskac@courts.mi.gov

Registration Deadline: December 20, 2002

Application Form

Magistrate Specialty Seminar

January 15, 2003
Michigan Hall of Justice
Lansing, Michigan

Name: (Ms. / Mr.)

Title:

Court:

Court Address:

Telephone:

E-mail Address:

Session Selection

Please indicate below which sessions you would like to attend. You may elect to attend the morning session, the afternoon session, or both.

MORNING SESSION

_____ **9:00 - 12:00 noon** *Domestic Violence Update* **Faculty: Leslie Hagen**

AFTERNOON SESSION

_____ **1:00 - 4:00 pm** *Court Security* **Faculty: Dan Voss and Bill**
Bartels

Group Luncheon

Based on the schedule you've chosen above, do you plan to join us for lunch (12-1 pm)?

☐

Yes

☐

No

Lodging Specifications

Double-occupancy lodging assigned by the Michigan Judicial Institute is available for all eligible participants. **Your office must be located in excess of 100 miles from the seminar site to qualify for lodging.** If a single room is requested, the participant is responsible for the additional lodging room cost. Please indicate below if your office is in excess of 100 miles from the seminar site and you would like MJJ to arrange lodging for you.

Lodging Required

Country Inn & Suites, Lansing

_____ Tuesday, January 14

Occupancy Preference

_____ Single-Occupancy (participant pays the difference in room rate, which is approximately \$30.00 per night, plus tax)

_____ Double-Occupancy (MJI pays and assigns a roommate)

I am a: _____ non-smoker _____ smoker

Preferred roommate:

Lodging Cancellation

MJI arranges guaranteed room reservations based on your request. Please direct all room changes and/or cancellations to Cathy Cecot at the Michigan Judicial Institute office, (517) 373-7444. If your reservation is not cancelled, YOU will be responsible for the lodging costs incurred.

Please list below any special accommodations, due to a disability, that you require during your stay.

Applicant Signature

Date _____

Chief Judge or Supervisor Signature

Date _____

Please Mail Completed Application To:
or Fax To: (517) 373-7615

APPLICATION DEADLINE: December 20, 2002

Cathy L. Cecot
Michigan Judicial Institute
P.O. Box 30205
Lansing, MI 48909